



IDAHO

Correctional Officers

Professionalism

Teamwork

Respect

Service



New Recruitment
Nov. 19 - Dec. 6, 2004
Join the Team!

Department of Correction

The Idaho Department of Correction provides incarceration facilities for adult felons sentenced by the courts, presentence reports for the courts, and supervision services for probationers and parolees. The department operates a central administrative office, eight correctional institutions, four community work centers, and 22 probation/parole districts and satellite offices.

The Department is made up of two divisions: Operations and Support. The Operations Division has oversight of Programs, Community Corrections and Prisons. The Support Division has oversight of Information Services, Construction, Financial Services, Inmate Placement, Central Records, Research and Audit, and Human Resource Services.

The Department handles adult felons sentenced by the courts. The felon caseload

can be broken down into four categories:

Those on Probation - Probationers are convicted offenders who have had their sentences suspended and given freedom during good behavior under the supervision of a parole office. This category makes up the largest number of the department's offender population.

Those on Parole - Parolees are inmates who have served a specific prison term and who are out in the community. They have agreed to abide by stated

conditions set by the Commission of Pardons and Parole for a specified time period as a condition of release.

Those Serving Prison Time

Retained Jurisdiction (Riders) - This program is made up of minimum and medium custody, 120-day retained jurisdiction commitments who have been sent by the courts for evaluation for possible reintegration into the community.



Great Jobs Start Here

The Idaho Department of Correction is the sixth largest employer in Idaho state government. Approximately 1,400 employees, a majority of them Correctional Officers, are currently building rewarding careers with the department. Correctional Officers develop expertise in everything from computers to offender treatment programs, and many acquire college degrees along the way. You can go as far as your energy and determination will take you.

There has never been a better time to join us. The Department is moderniz-

ing management, improving technology, and updating its training to reflect the most recent and nationally accepted thinking on offender management.



Need a Life? Try Idaho!

Idaho the gem of the mountains. Mountain ranges spread the length of the state, overlooking everything from wild white-water rivers to steep gorges to highland lakes. There are vast areas of wilderness that are still untouched by roads. Come see for yourself, the wonder of Idaho.

Northern Idaho with its legendary lakes brimming with wild fish. Densely forested mountains and lush green valleys frame the pristine lakes of this area.

North Central Idaho part of the “Northwest Passage” sought by Lewis and Clark still has the sparkling rivers, majestic mountains, deep canyons and rolling hills today that so inspired and challenged the expedition.

Southwestern Idaho with its numerous valleys that come in all shapes, sizes and varieties. There is Long Valley, Round Valley, Garden Valley and Meadows Valley. Then there is Bear Valley and Duck Valley, plus beautiful agricultural valleys such as Treasure Valley and Emmett Valley. All of this within a short drive of Idaho’s Capital City Boise.

Boise is a great blend of the past and the future. From its origins as a trading post on the Oregon Trail to its current status as a small city with skyscrapers and high tech companies, Boise offers a sophisticated perspective of the new West.

South Central Idaho can fool the visitor the first time they see it. Who would believe that there is lush agricultural land on this high desert plateau. There is a balanced rock on a

forty-foot base, ice caves to explore, rivers gushing from the wall of a canyon and many other mysteries of nature to see.



Southeastern Idaho still reflects a sense of western heritage. Here you can see the honest-to-goodness working cowboys, authentic Native American Indians in full regalia and even retrace the getaway routes of Butch Cassidy. This area abounds with winter recreation for the skier or snowmobiler and then provides them with the soothing natural spas of Lava Hot Springs.

Eastern Idaho is the land where elk and moose graze in the grasslands and where deer and antelope play. You find the snow-capped peaks of the Grand Tetons that feed the thundering waterfalls, glistening lakes and free-flowing rivers.

Central Idaho is home to some of the most impressive mountain ranges in Idaho. With the peaks of the Boulders, the White Clouds and the Sawtooths dominating the skies you will relish the natural beauty all around you.

Becoming a Correctional Officer

The challenges you'll face here will offer continuous variety, and the work you do will be critical to the success of offenders and the department. As a key member of the security staff, your job responsibilities include, but are not limited to the following:

- ▶ Supervise offenders in a defined work, living, and recreation situation;
- ▶ Counsels offenders regarding problems, institution programs, and behavior standards;
- ▶ Writes recommendations for offender custody and for work, training, or parole actions;
- ▶ Monitors offender movements to various areas and facilities;
- ▶ Conducts searches to seize controlled or unauthorized substances or items;
- ▶ Assists in conducting investigations as the on-scene officer to include interviewing witnesses, protecting evidence, and writing incident reports;
- ▶ Testifies at hearings or in court;
- ▶ Persuades offenders to cease inappropriate behavior;
- ▶ Operates locking and communications equipment;
- ▶ Dispenses and oversees use of clothing, bedding, personal supplies;
- ▶ Handles emergency situation according to established procedures and policies; and
- ▶ Actively participates in offender accountability and readiness for change and may assist in group facilitation.

The Idaho Department of Correction believes in its employees. As a Correctional Officer, you will have the opportunity to participate in staff development and training that engenders ethics and diversity in the workplace, and professionalism within the department.



Entrance Requirements

Language

Correctional Officers are required to speak, read and write English sufficiently to perform duties of the position.

Education

High school diploma or its equivalent (GED).

Willingness

Candidates must be willing to perform certain duties as a Correctional Officer. These duties and work situations are described in the job announcement under the exam section.

Become part of an organization where you will work with nearly 1,400 dedicated and extraordinary people who have the commitment and skills to manage Idaho's approximately 16, 250 offenders.

Exams

Candidates must score an 80 or above on the Corrections Officer exam and pass a Behavioral Interview exam.

License

Candidates must be eligible to possess a firearm in accordance with State and Federal laws.

Background

Candidates must complete a Background Investigation Questionnaire and have a federal and state criminal background check, including fingerprints, and have a history of law-abiding behavior. Felonies,

misdemeanors, illegal drug usage, DUI's, adverse driving convictions and employment history may make you ineligible for employment. *Hiring restrictions are in place for candidates who:*

- Have been convicted of a felony
- Have been convicted of Domestic Violence or similar types of violent behaviors
- Have a dishonorable discharge from military service
- Are currently using, dealing or are associated with illegal drugs
- Have close friends or relatives under Idaho Department of Correction care & custody where the vacancy exists
- Are currently under Idaho Department of Correction supervision or probation (must be released from IDOC supervision or probation for at least one year)

Candidates with a history of criminal violations will be required to submit documentation of case status and disposition of all offenses with their Background Questionnaire. Withheld judgments must be included.

Candidates need to pass a Work Behavior survey.

Medical

Candidates will provide a medical history and be give a medical exam.

Salary and Benefits

Compensation

The compensation package for this position includes competitive benefits: health, dental, vision, life, disability, retirement, gain sharing, sick and vacation leave, and 10 paid holidays along with a starting salary of \$11.53 per hour. Learn more about state benefits at www.dhr.idaho.gov



New Hires

Any employee hired on or after July 1, 2002, will have health insurance coverage for himself/herself and his/her dependents effective the first day of the month following ninety (90) days of employment, provided enrollment is completed within sixty (60) days of the employee's date of hire.

Retirement

As a Public Employee Retirement System of Idaho employee, 5.86% of your gross salary is deducted, tax deferred, from your bi-weekly paycheck as contributions toward your retirement. The State contributes 9.77% for this purpose. A 401(k) Plan and a 457 Deferred Compensation Plan are available.

Additional Benefits

- Vision
- Employee Assistance Program
- Additional benefits including American Family Life and Casualty (AFLAC); Colonial Life Insurance; Nationwide Auto, Home Renters, Recreational Vehicles, Personal Liability Coverage
- Flexible Spending Accounts

Leave Program

- Approximately 12 days of vacation leave to start (15 days after 5 years; 18 days after 10 years; 21 days after 15 years); limited accrual
- 12 days sick leave each year with unlimited accumulation
- 10 paid holidays per year
- 2 hours for occasional doctor appointments

Tips for a Successful Career with IDOC

Your success as a new Correctional Officer depends on your performance on each assignment. Here are some suggestions for making each assignment a success:

- ▶ Arrive at your assignment on time, or a few minutes early. In case of emergency, contact your supervisor immediately.
- ▶ Wear proper attire. Your supervisor will inform you of the uniform dress code.
- ▶ Be adaptable and flexible. Do your best to adjust to the routines of each institution and establish good relationships with everyone in the unit.
- ▶ Ask questions concerning the work you are to do, how to properly answer the telephone, important names to remember, when and where you are to eat lunch, take breaks, etc.
- ▶ Show initiative. When you complete your work, notify your supervisor and ask if there is anything else that you can do. Don't read newspapers or magazines, make personal phone calls or take other employees away from their work.
- ▶ Be discreet and keep confidential information to yourself.
- ▶ Have a good attitude, be enthusiastic and smile.

Meet Real Correctional Officers!

Idaho's Correctional Officers talk about why they like their job

"Probably one of the best moves that I have ever made in my life was applying at the Department of Corrections. The job afforded me stability, benefits, good wages, and outstanding people to work with, all the things I need as a single parent to take care of my family. The Department has afforded me numerous opportunities for training. I am on the CERT team (Correctional Emergency Response Team), a non-gender-based prison SWAT team that is equal to any of the other law enforcement teams. What it comes down to is that I love my job, the people I work with and my children are proud of me."

Donna Riley, Correctional Sergeant
Idaho State Correctional Institution

"As a correctional officer at SICI (South Idaho Correctional Institution) for four years, I have found my job very exciting. Every day I deal with different issues with professionalism and diplomacy. I'm responsible for performing protection and enforcement in a courteous

manner to maintain a safe and secure environment. I actively participate in offender accountability and readiness for change. I think that the most important thing is working as a TEAM. They are a group of very professional people in the PRC, (Parole Released Center) and here at SICI, which makes for a good working environment."

Jorge Varela, Correctional Officer
South Idaho Correctional Institution, Parole Released Center Unit

"I have worked with IDOC since 2000, since then I have had the opportunity to help offenders obtain successful re-entry into society by offering them tools needed for success. I facilitate programs that address their thinking errors and we work on correcting them. I enjoy helping others, and it gives me sense of accomplishment as a correctional professional."

Larry Payne
Idaho State Correctional Institution - Unit 15

Application and Selection Process

Step 1: Complete the Online Application

Go to www.dhr.idaho.gov/jobseekers.htm. Look for the Correctional Officer announcement under current openings. Be sure to complete both the job application and the exams (the Job Willingness Checklist and the Corrections Officer Exam). *Please allow at least 1 - 2 hours to complete these exams.* You are encouraged to complete the process as soon as possible as all materials, including exams, must be completed by the close date of the announcement.

Although we can't discuss specifics about the exam with you, we can answer questions about completing the tests or accessing the test site. If you need assistance, please contact 1-800-554-JOBS (or 1-800-554-5627), Monday - Friday, 8 am - 5 pm.

Please note: Meeting the minimum qualifications does not guarantee advancement to Step 2.

Step 2: Interview Exam with the Department

If you scored 80 or above on the Corrections Officer exam, you will be invited to the interview exam with the department. If interviewing, you will be contacted by the Division of Human Resources with a date and time of the interview.

Interviews are tentatively scheduled for December 6 - 17, 2004, and will be held in Boise, Pocatello & Orofino only.

If you are invited to interview, we ask that you complete a Background Questionnaire

and bring it with you to the interview. The Questionnaire is available at <http://www.corrections.state.id.us>. Click on "Employment" to find the link to the Questionnaire.

You must earn a score of 70 or above on this interview exam. **IMPORTANT!** Based on the background check, candidates who have any of the following

Have been convicted of a felony

Have been convicted of Domestic Violence or similar types of violent behaviors

Have a dishonorable discharge from military service

Are currently using, dealing or are associated with illegal drugs

Are currently under Idaho Department of Correction supervision or probation (must be released from IDOC supervision or probation for at least one year)

may not be considered for employment.

Conditional Offer of Employment

A conditional offer of employment will be made to successful candidates *no later than December 31, 2004*. If you do not hear from a representative from the Department of Correction prior to that date, you did not get selected for the January Pre-Service Academy.

